



## DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549  
FORT MEADE, MARYLAND 20755-0549

FEB 05 2014

DISA INSTRUCTION 630-225-8\*

### INFORMATION SERVICES

#### Freedom of Information Act (FOIA) Program for DISA

1. **Purpose.** This Instruction assigns responsibilities for the Freedom of Information Act (FOIA) Program in DISA. It also provides points of contact for FOIA requests and for questions regarding FOIA procedures and implementation.
2. **Applicability.** This Instruction applies to DISA.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD 5400.7-R, DoD Freedom of Information Act Program, 4 September 1998.
4. **Objective.** This Instruction supplements DoD 5400.7-R, DoD Freedom of Information Act, incorporating Change 1, 11 April 2006, to address specific requirements of the DISA FOIA Program. In case of conflict, DoD 5400.7-R incorporating Change 1 takes precedence.
5. **Responsibilities.**
  - 5.1 **General Counsel (GC).** The GC will:
    - 5.1.1 Be the DISA FOIA Public Liaison.
    - 5.1.2 Designate Initial Denial Authorities (IDAs) who will have the authorities listed in DoD 5400.7-R, including the authority to deny, in whole or in part, a FOIA request.
    - 5.1.3 Decide appeals from denials.
    - 5.1.4 Designate the DISA FOIA Officer.
  - 5.2 **Director for Strategic Planning and Information (SPI).** The Director, SPI, will assist requesters, including requesters under the FOIA, in obtaining releasable Agency records.
  - 5.3 **Principal Directors, Directors, Commanders, and Chiefs of Major Organizational Elements.** In response to FOIA requests, these individuals shall furnish the Director, SPI, and FOIA Officers with DISA records, as defined in DoD 5400.7-R, to allow for prompt responses to FOIA requests.

**6. Duties of the DISA FOIA Officer.** The DISA FOIA Officer shall:

6.1 In coordination with the Director, SPI, make the material described in C2.1 of DoD 5400.7-R (authority document) available for public inspection and reproduction. (A current index of this material shall be maintained, in accordance with C2.2 of DoD 5400.7-R.)

6.2 Establish education and training programs for DISA employees who have responsibilities for implementation of FOIA in the Agency.

6.3 Respond to and assist others in responding to FOIA requests for Agency records, in accordance with DoD 5400.7-R. (Releases shall be approved by the Director, SPI, in any case in which the release may be controversial. An IDA shall sign the letter explaining the basis for denial of any requested record.)

6.4 Be the DISA principal point of contact for coordination of FOIA issues with the Washington Headquarters Services (WHS) Defense Freedom of Information Policy Office (DFOIPO).

6.5 Advise DFOIPO prior to the denial of a request or prior to an anticipated appeal when other DoD components are expected to be affected or when circumstances suggest a potential controversy.

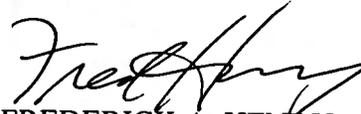
6.6 Ensure completion of and timely submission to DFOIPO of the annual report required by DoD 5400.7-R and any other reports required by DFOIPO.

6.7 Forward a copy of this Instruction to DoD WHS Office of Directives and Records for publication in the Federal Register, as appropriate.

**7. Duties of the Chief Legal Counsel, Defense Information Technology Contracting Organization (DITCO).** The Chief Legal Counsel, DITCO, is the IDA for DITCO records, except as otherwise provided by the GC. The Chief Legal Counsel, DITCO, shall designate a DITCO FOIA Officer.

**8. Duties of the DITCO FOIA Officer.** The DITCO FOIA Officer shall have the duties for DITCO records, as stated in paragraph 6, and will furnish to the DISA FOIA Officer the DITCO FOIA annual report. (The annual report will be submitted before 15 October in accordance with DoD 5400.7-R. All DITCO FOIA quarterly reports shall be furnished to the DISA FOIA Officer by January 15, April 15, and July 15 of each year.)

**9. Points of Contact.** Points of contact for FOIA requests and questions regarding FOIA procedures and implementation are provided in the enclosure.



FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Instruction replaces DISAI 630-225-8, 7 September 2007, and must be reissued, canceled, or certified current within 5 years of its publication. If not, it will expire 10 years from its publication date and be removed from the DISA issuances postings.

OPR: GC: [disameade.gc.mbx.disa-gen-counsel@mail.mil](mailto:disameade.gc.mbx.disa-gen-counsel@mail.mil)

DISTRIBUTION: P

Enclosure: DISAI 630-225-8

## POINTS OF CONTACT

### For Other than Contract and Procurement-related Records

Defense Information Systems Agency  
ATTN: FOIA Requester Service Center  
P.O. Box 549  
Fort Meade, MD 20755-0549

Phone: 301-225-6104

Fax: 301-225-0511

E-mail: [disa.meade.gc.mbx.disa-gen-counsel@mail.mil](mailto:disa.meade.gc.mbx.disa-gen-counsel@mail.mil)

DISA FOIA Website:  
<http://www.disa.mil/About/Legal-and-Regulatory/Freedom-of-Info-Act-Program>

### For Contract or Procurement-related Records

Defense Information Technology Contracting Organization  
Attn: FOIA Officer  
2300 East Drive  
Scott AFB, IL 62225-5406

Phone: (618) 229-9143 or (618) 229-9314

Fax: (618) 229-9755

E-mail: [disa.scott.ditco.mbx.legal-office@mail.mil](mailto:disa.scott.ditco.mbx.legal-office@mail.mil)

DITCO FOIA Website:  
<https://depsland.csd.disa.mil/html/vendor/FOIA.html>